



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Corrections Officer II</b>
<b>DEPARTMENT:</b>	<b>RCCI</b>
<b>SALARY:</b>	<b>\$23,679.76</b>
<b>CLOSING DATE:</b>	<b>(Open until filled)</b>

## **MAJOR DUTIES:**

Receive and release inmates being transferred to and from the facility, transfer inmates to the custody of corrections officers, and accompany inmates from one area to another. Make rounds to maintain security and check locks, fences, alarms, and other security devices. Supervise routine cleaning and maintenance activities within the institution and search prisoners entering the facility from outside details. Prepare inmates for work call with Detail Officers. Administer medications and first aid and respond to inmate requests for other medical attention. Report inmate disciplinary problems and investigate Officer Incident Reports. Perform duties of Communication Room Officer and Shift Supervisor as required.

## **MINIMUM QUALIFICATIONS:**

A high school diploma, trade school, or equivalent level of education is required. Five or more years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Considerable knowledge of modern corrections practices and procedures. Familiarity with Department of Corrections guidelines, federal, state, and local laws pertaining to the incarceration of persons, and departmental rules and regulations.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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